

The Competence Management System described in this guidance consists of 15 principles linked under 5 phases. A summary of the principles within each phase is given below:

### **Phase 1: Establish requirements for the CMS**

The requirements for the system are established in Phase 1, starting with the identification of activities that may affect operational safety and occupational health and safety (Principle 1). The risk assessment, with control measures, identifies those activities where the competence of people to control risks is important. This leads to defining and selecting the competence standards for individuals to enable them to control risks consistently (Principle 2).

### **Phase 2: Design the CMS**

The procedures, methods and work instructions for operating the system are developed to achieve consistency (Principle 3). How each competence standard is met and assessed is then established (Principle 4). The extent of the training, development and assessment requirements is established (Principle 5). The competencies and responsibilities of those managing and operating the system are established (Principle 6).

### **Phase 3: Implement the CMS**

Staff and recruits are selected and recruited (Principle 7) against standards selected previously, and trained, developed and assessed (Principle 8) against the competence standards and methods already selected (Principles 2 and 4). Control processes should be established to ensure that staff and contractors only undertake work for which they are competent (Principle 9).

### **Phase 4: Maintain and develop competence**

Monitoring and reassessment of the staff ensures that performance is being consistently maintained (Principle 10), and that the competence of individuals is updated (Principle 11) in response to relevant changes including changes in legislation, standards and equipment. In particular, systems are required to identify sub-standard performance and restore the competence of individuals (Principle 12). Records must be maintained and made available when requested (Principle 13).

### **Phase 5: Verify, audit and review the CMS**

The verification and audit of the system (Principle 14) checks on the competence assessments and the assessment process. Company management should review the whole system and feedback, using the information from verification and audit (Principle 15), to update the requirements for the competence management system which returns the system to phases 1 and 2, leading to changes or modifications to system design.

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